

September 5, 2014



Joe Zlab
Path America
2804 Grand Avenue, Suite 308
Everett, WA 98201

Dear Mr. Zlab:

Subject: Building Permit Nos. BNR13-03290 (Building) and BNR14-01940 (Shoring)

As explained in the letter from Building Services Manager Tom Phillips, dated September 2, 2014, the Potala Village project cannot be approved as currently designed and, as a result, the building permit application is incomplete. In order to update the building permit application, the following additional application material is requested:

- The building plans do not meet the current Zoning Code regulations for the BN zone where the property is located. The plans must be updated to meet density limits, commercial frontage requirements, and all other Zoning Code regulations.
- The plans must also be updated to conform to all other current City codes and ordinances.

Please submit the updated material to Mybuildingpermit.com, in order to continue the review process. Submittal of the updated material does not guarantee approval of your permit.

- The Zoning Code also requires Design Review per Chapter 142 for development in the BN zone. The Design Review Board must issue their approval or conditional approval prior to the issuance of a building permit per ZC Section 142.35.10.

Please go to Mybuildingpermit.com to submit the Design Review Application. Once there, go to "Apply" under "Quick links." The basic permit information that is required is below:

Jurisdiction	Application Type	Project Type	Activity Type	Scope of Work
<i>Kirkland</i>	<i>Land Use</i>	<i>Any Project Type</i>	<i>Project or Site Plan Approval</i>	<i>Conceptual Design Conference</i>

If you have any further questions regarding the requested information listed above, please do not hesitate to contact me at 425-587-3256. If you have any other questions, please telephone your plan reviewer from the appropriate department directly.

Sincerely,

PLANNING AND COMMUNITY DEVELOPMENT

Angela Ruggieri
Senior Planner